



EMPLOYMENT OPPORTUNITY

PUBLIC SAFETY DISPATCHER I&II

(IDENTIFY POSITION ON APPLICATION)

SALARY

Public Safety Dispatcher I: Salary \$3458.41 – 4203.71/mo.

Public Safety Dispatcher II: Salary \$3999.88 – 4861.88/mo.

DEFINITION OF POSITION: Serves as an emergency 911 dispatch operator for Cathedral City Police and Fire emergency and non-emergency calls on multi-channel, two-way radio equipment; maintains radio control with mobile and portable units; responds to officer-initiated radio calls and requests and disseminates suspect information from computer data bases, prior calls, and bulletins; monitors closed circuit security cameras; operates computer terminal and maintains continuously updated information; handles in-house and radio paging; handles public inquiries and complaints; maintains logs and completes forms; performs clerical duties such as typing, assists in the orientation and training of new employees.

PUBLIC SAFETY DISPATCHER I: This is the entry level class where new employees learn Police dispatching and City policies and procedures related to the dispatch of emergency and non-emergency calls, initially under close supervision. As experience is gained, duties become more diversified and are performed independently. After gaining experience and demonstrating proficiency employees promote to the next higher class.

- Qualifications: Equivalent to graduation from high school and one year experience that includes radio dispatch or regular public contact work. Must be able to operate a computer keyboard, type 35 wpm, and learn to operate a two-way radio. Must be able to think and act quickly and calmly in emergency situations, handle multiple priorities and speak clearly.

PUBLIC SAFETY DISPATCHER II: This is the journey-level class for fully trained Dispatchers who independently perform emergency 911 dispatching and assist in the training of new employees.

- Qualifications: All qualifications of Dispatcher I, plus must have successfully completed the Public Safety Dispatcher's Basic Course or have passed the POST Basic Dispatcher Training Equivalency Examination, and completed probation as a Public Safety Dispatcher with the City or during previous employment.

REQUIREMENTS AND WORK ENVIRONMENT

Public Safety Dispatchers must be willing to work evening, night, weekend and holiday shifts on a rotating basis, must be available for call-back and hold-over as needed. Daily work is sedentary for several hours on a shift in a confined area using a radio headset and operating a computer terminal.

APPLICATION AND SELECTION PROCEDURE

You must file an official City application. You may request an application by visiting our web page at www.cathedralcity.gov, by calling our job hotline at (760) 770-0365, or in person at City Hall 1st Floor Reception, Cathedral City located at 68-700 Avenida Lalo Guerrero in Cathedral City between 7:00 AM to 6:00 PM, Monday through Thursday (closed for lunch 11:45 AM-1:15 PM). Selection process will include: application screening in relation to position criteria, typing test, skills assessment qualifications appraisal interview, and a final interview with the Chief of Police. Candidates must pass each phase in order to continue in the process.

FINAL FILING DATE: CONTINUOUS UNTIL SUFFICIENT QUALIFIED APPLICATIONS RECEIVED
Applicants will be tested on an as-needed basis

A limited number of the most suitable applicants will be invited to participate in a selection process. Selected candidates must pass a pre-employment physical exam, drug screen, psychological evaluation (written/oral), and background investigation.

For Commission on Peace Officer Standards and Training information, visit <http://www.post.ca.gov/selection/>. Complete information is available on the tests and procedures required to become a Public Safety Dispatcher.

The provisions of this announcement do not constitute an express or implied contract, and any provisions contained in this announcement may be modified or revoked without notice.

AFSCME

GENERAL UNIT REPRESENTATION

THE CITY OF CATHEDRAL CITY : The City of Cathedral City is a business and resort community located 110 miles east of Los Angeles and 115 miles northeast of San Diego. Incorporated in 1981, the City has a year-round population of over 53,000 and is one of the fastest growing areas in the country. An ideal climate of 350 sunny days per year, clear air, scenic beauty, and unlimited leisure activities attract an additional 6,000 residents during the winter months. Cathedral City offers affordable housing, and a wide array of shopping and retail centers. Cultural, social and athletic events occur year-round while College of the Desert and Coachella Valley campuses of UC-Riverside and CSU-San Bernardino offer excellent educational opportunities. Approximately 160 City employees provide a full range of municipal services including police, fire, parks and leisure, planning, public works, and tree and street maintenance. For more information, visit our website at www.cathedralcity.gov.

EQUAL OPPORTUNITY EMPLOYER: The City of Cathedral City is an equal opportunity employer. The policy of the City is to promote equal employment opportunity for applicants and employees without regard to race, color, ethnic or national origin, religious creed, ancestry, age, sex, marital status, physical or mental disability, medical condition, pregnancy, child birth or related medical condition, sexual orientation, domestic partnership status, or religious opinion or affiliation, military veteran status and/or any other legally protected status.

APPLICATION MATERIALS: All application materials must be received in the Human Resources Division by the closing date and time indicated in the job bulletin. Fill out all parts of the application materials completely and accurately.

- If you have been convicted of any law violation (other than a minor traffic violation), be certain to provide complete details on a Conviction Review Form. You may request a form from Human Resources, or download one from the city website.
- Unsigned applications will be rejected.
- Resumes may be attached but are not accepted in lieu of an official City employment application.
- Faxes, e-mails or postmarks are not accepted.

An eligibility list containing the names of the best suited candidates will be compiled based on the results of the selection process. The list will normally be in effect for six months unless extended or previously exhausted.

REASONABLE ACCOMMODATION: Applicants with legal disabilities who require special testing arrangements must contact the Human Resources Division at the time of application. The City of Cathedral City reserves the right to request verification of disability.

MEDICAL EXAMINATION: All prospective City employees must successfully complete a medical examination, a drug test by a City approved physician and laboratory, and a background clearance prior to employment. Some positions also require a psychological examination.

PROBATION PERIOD:

- General Unit Members: Probationary period of 1040 working hours (approx. 6 mos.)
- Public Safety Dispatchers: Dispatcher I - Probationary period of eighteen (18) mos.
Dispatcher II – Probationary period of twelve (12) mos.

EMPLOYEE BENEFITS: The City provides an outstanding benefits plan that includes:

- Additional compensation – Shift differential, uniform allowance, and Bilingual pay.
- CalPERS – 2% @ 60. Employee contribution 7%.
- Deferred Compensation (ICMA/Nationwide) – City match contribution up to \$12.85 per pay period
- Furloughs – Dispatchers average 1.2 hours of vacation leave deducted per pay period through 06/2014 in lieu of furloughs. All other AFSCME members will take off 30 hours as furlough during Christmas week 2012 & 2013.
- Health Benefits: Cafeteria type plan – Choose from PPO or HMO; depending on selection, optional benefits may be paid by the City.
- Leaves - Holidays, Sick Leave, Vacation, Jury Duty, Bereavement
- Optional Benefits – Short Term Disability, Dental, Vision, Flexible Spending Account, etc.
- Wellness – 75% cost of program up to a maximum of \$400 per fiscal year

The benefit plan is currently in effect and is subject to change. Benefits may vary depending on bargaining unit or employee status. All statements made on applications are subject to investigation and verification. False statements will be cause for disqualification, removal from the eligibility list, or discharge from employment. The provisions of this bulletin do not constitute an implied contract. Any offer of employment is contingent upon the applicant being authorized to work in this country and providing documents to verify this fact.

(Revised 08/16/2012)